

NOTICE OF DECISION

PLANNING DIVISION
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SALEM, OREGON 97301
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DECISION OF THE PLANNING ADMINISTRATOR

CLASS 1 SITE PLAN REVIEW

APPLICATION NO.: 23-122717-PLN

NOTICE OF DECISION DATE: December 11, 2023

REQUEST: A Class 1 Site Plan Review to change the use in a suite of an existing building with a *Wholesale and Distribution* use to *Building and grounds services construction contractor* use for a property zoned IG (General Industrial) in an existing building located at 2710 Pringle Road SE– 97302 (Marion County Assessor's Map and Tax Lot number: 073W35CC/200).

APPLICANT: Michael Junge, Carlson Viet Junge Architects PC

LOCATION: 2710 Pringle Road SE

FINDINGS: The findings are in the attached Decision dated December 11, 2023.

DECISION: The **Planning Administrator APPROVED** the application based upon the submitted materials and the findings as presented in the decision.

The rights granted by the attached decision, which are effective as of the date of this decision, must be exercised by, December 11, 2025, or this approval shall be null and void.

Case Manager: Lydia Keller, Planner I, lkeller@cityofsalem.net, 503-540-2326

This decision is final; there is no local appeal process. Any person with standing may appeal this decision by filing a "Notice of Intent to Appeal" with the Land Use Board of Appeals, 775 Summer St NE, Suite 330, Salem OR 97301, **not later than 21 days after January 1, 2023**. Anyone with questions regarding filing an appeal with the Oregon Land Use Board of Appeals should contact an attorney.

The following items are submitted to the record: 1) All materials and evidence submitted by the applicant, including any applicable professional studies; and 2) All materials, evidence, and comments from City Departments and public agencies. The application materials are available on the City's online Permit Application Center at <https://permits.cityofsalem.net>. To view the materials without registering, you may use the search function and enter the permit number listed here: 23 122717.

<http://www.cityofsalem.net/planning>

BEFORE THE PLANNING ADMINISTRATOR OF THE CITY OF SALEM

DECISION

IN THE MATTER OF APPROVAL OF) FINDINGS & ORDER
CLASS 1 SITE PLAN REVIEW)
23-122717-PLN)
2710 PRINGLE ROAD SE) December 11, 2023

In the matter of the application for a Class 1 Site Plan Review, the Planning Administrator, having received and reviewed the evidence and application materials, makes the following findings, and adopts the following order as set forth herein.

REQUEST

A Class 1 Site Plan Review to change the use in a suite of an existing building with a *Wholesale and Distribution* use to *Building and grounds services construction contractor* use for a property zoned IG (General Industrial) in an existing building located at 2710 Pringle Road SE– 97302 (Marion County Assessor’s Map and Tax Lot number: 073W35CC/200).

PROCEDURAL FINDINGS

1. On November 2, 2023, an application for a Class 1 Site Plan Review was submitted for property located at 2710 Pringle Road SE.

SUBSTANTIVE FINDINGS

1. Proposal

The proposed Class 1 Site Plan Review affects properties located at the 2710 Pringle Road SE(**Attachment A**). The Class 1 Site Plan Review proposes change the use in a suite of an existing building with a *Wholesale and Distribution* use to *Construction Contractor* use for a property zoned IG (General Industrial)

DECISION CRITERIA FINDINGS

2. Analysis of Class 1 Site Plan Review Approval Criteria

The purpose of Site plan review is to provide a unified, consistent, and efficient means to review for development activity that requires a building permit, to ensure that such development meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure.

Pursuant to SRC 220.005(b)(1), Class 1 Site Plan Review is required for any development that requires a building permit, that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015, and that involves a change of use or change of occupancy where only construction or improvements to the interior of the building or structure are required.

SRC 220.005(f)(1) provides that an application for Class 1 Site Plan Review shall be granted if:

(a) The application involves only a change of use or a change of occupancy, and there is no pending application for an associated land use decision or limited land use decision.

Finding: The applicant is requesting an interior only tenant improvement and change of use. There are no associated land use or limited land use decisions with this request.

(b) Only construction or improvements to the interior of the building or structure will be made;

Finding: The scope of work for the project only includes interior improvements to the existing building.

(c) The new use or occupancy will not require exterior improvements to the building or structure or alteration to existing parking, landscaping, or buffer yards.

Finding: Modification to the exterior of the site is not in the scope of work for the proposed change of use.

(d) Only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the site plan review application; and

Finding: Only clear and objective standards apply to the proposed development. Complete findings are included in section below.

(e) The application meets all applicable standards of the SRC.

Finding: The subject property is zoned IG (General Industrial). Development of the property is therefore subject to the use and development standards of the IG zone (SRC Chapter 554) and all other applicable standards of the UDC. The proposal conforms to SRC Chapter 554 and all other applicable development standards of the UDC as follows:

Development Standards – IG (General Industrial) Zone:

SRC 554.005 – Uses:

The permitted (P), special (S), conditional (C), and prohibited (N) uses in the IG zone are set forth in Table 554-1.

Finding: The subject property is zoned IG (General Industrial). The change of use is within the IG zone is subject to the standards in SRC Chapter 554. The proposed change of use from *Wholesale Distribution* use to *Building and grounds services construction contractor* uses which is permitted within the IG zone according to SRC 554.005.

Off-Street Parking and Driveways

SRC 806.015 – Amount of Off-Street Parking.

- (a) *Maximum Off-Street Parking.* Unless otherwise provided under the UDC, off-street parking shall be provided in amounts does not exceed than those set forth in Table 806-1.
- (b) *Compact Parking.* Up to 75 percent of the off-street parking spaces provided on a development site may be compact parking spaces.
- (c) *Carpool and Vanpool Parking.* New developments with 60 or more off-street parking spaces and falling within the Public Services and Industrial use classifications, and the Business and Professional Services use category, shall designate a minimum of 5 percent of their total off-street parking spaces for carpool or vanpool parking.

Finding: The maximum number of off-street parking spaces allowed for a *Building and grounds services construction contractor* use is one space per 1000 square feet ($13,689/1000 = 14$) or 14 parking spaces. The maximum number of off-street parking spaces for the *Retail Sales* use is 1 parking spaces per 200 spare feet ($4,200/200=21$) or 21 parking spaces. The maximum number of off-sheet parking spaces for *Warehouse and Distribution* is one parking space per 1000 square feet ($16,680/1000 = 17$) or 17 parking spaces. The property currently has 25 vehicle parking spaces; therefore this standard has been met.

Bicycle Parking

SRC 806.045 – General Applicability.

For each proposed new use or activity, any change of use or activity, when such change of use or activity results in a greater number of required off-street loading spaces than the previous use or activity, or any intensification, expansion, or enlargement of a use or activity.

SRC 806.050 – Proximity of Bicycle Parking to use or Activity Served.

Bicycle parking shall be located on the same development site as the use or activity it serves.

SRC 806.055 – Amount of Bicycle Parking.

Unless otherwise provided under the UDC, bicycle parking shall be provided in amounts not less than those set forth in Table 806-9.

Finding: The *Building and grounds services construction contractor* use requires four bicycle parking spaces. The minimum bike parking for *Retail Sales* is greater of four bike parking spaces or one per 10,000 feet for the first 50,000 square feet ($4,200/10,000 = 0.42$) or 4 bike parking spaces. The *Warehousing and Distribution* use requires a minimum four bike parking space or one per 10,000 square feet whichever is greater ($16,680/10,000 = 1.668$) or four spaces. The applicant has provided evidence that 12 bike parking spaces are located on the property, meeting the standard.

SRC 806.060 – Bicycle Parking Development Standards

Unless otherwise provided under the UDC, bicycle parking areas shall be developed and maintained as set forth in this section.

- (a) *Location.* Short-term bicycle parking areas shall be located within a convenient distance of, and shall be clearly visible from, the primary building entrance. In no event shall bicycle parking areas be located more than 50 feet from the primary building entrance.
 - (1) Bicycle parking located outside a building shall be located within a convenient distance of, and be clearly visible from, the primary building entrance. In no event

shall bicycle parking be located more than 50 feet from the primary building entrance, as measured along a direct pedestrian access route.

- (2) Where bicycle parking cannot be located outside a building, it may be located inside a building within a convenient distance of, and accessible from, the primary building entrance.

Finding: The 12 existing bicycle parking spaces are located within 50 feet of a primary entrance to the main of each suite; therefore, this standard is met.

- (b) *Access.* Bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance that is free of obstructions and any barriers, such as curbs or stairs, which would require users to lift their bikes to access the bicycle parking area.

Finding: The bicycle parking area has direct access to a primary building entrance through the sidewalk, free of obstruction or barriers, in conformance with the requirements of SRC 806.060(b).

- (c) *Dimensions.* Except as provided in subsection (f) of this section, bicycle parking areas shall meet the following dimension requirements:
- (1) Bicycle parking spaces. Bicycle parking spaces shall be a minimum of six feet in length and one and half feet in width when the proposed bicycle racks are side-by-side. For horizontal spaces, the bike rack shall be centered along the long edge of the bicycle parking space.
 - (2) Access aisles. Bicycle parking spaces shall be served by a minimum four-foot-wide access aisle. Access aisles serving bicycle parking spaces may be located within the public right-of-way.

Finding: The 12 bike parking spaces are located on a paved sidewalk on the south of the building near the loading docks.

- (d) *Surfacing.* Where bicycle parking is located outside a building, the bicycle parking area shall consist of a hard surface material, such as concrete, asphalt pavement, pavers, or similar material, meeting the Public Works Design Standards.

- (e) *Bicycle Racks.* Where bicycle parking is provided in racks, the racks may be floor, wall, or ceiling racks. Bicycle racks shall meet the following standards.
- (1) Racks must support the bicycle frame in a stable position, in two or more places a minimum of six inches horizontally apart, without damage to wheels, frame, or components.
 - (2) Racks must allow the bicycle frame and at least one wheel to be locked to the rack with a high security, U-shaped shackle lock.
 - (3) Racks shall be of a material that resists cutting, rusting, and bending or deformation; and
 - (4) Racks shall be securely anchored.
 - (5) Examples of types of bicycle racks that do, and do not, meet these standards are shown in Figure 806-10.

Finding: The site plan indicates staple inverted style bike racks are per existing. The proposed bike racks conform to material requirements of SRC 806.060(e).

Off-Street Loading Areas

SRC 806.065 – General Applicability.

Off-street loading areas shall be provided and maintained for each proposed new use or activity; any change of use or activity, when such change of use or activity results in a greater number of required off-street loading spaces than the previous use or activity; or any intensification, expansion, or enlargement of a use or activity.

SRC 806.070 – Proximity of Off-Street Loading Areas to use or Activity Served.

Off-street loading shall be located on the same development site as the use or activity it serves.

SRC 806.075 – Amount of Off-Street Loading.

Unless otherwise provided under the UDC, off-street loading shall be provided in amounts not less than those set forth in Table 806-11.

Finding: The applicant proposes changing the use of a 13,689-square-foot suite to *Building and Grounds Services Construction Contractor*. Additionally, there is a *Warehousing and Distribution* use within a 16,680-square-foot suite of the existing building. Both uses have a gross floor area between 5,000 and 100,000 square feet; therefore, one loading space is required for each use. The *Retail Sales* use is in a 4,200-square-foot suite. Since the suite is less than 5,000 square feet, no off-street loading area is required. Therefore, two additional off-street loading areas are required. The applicant has provided evidence that two off-street loading areas are located on the south side of the building, meeting the standard.

3. Conclusion

Based on the conformance with the preceding requirements the Planning Administrator certifies that the proposed Class 1 Site Plan Review is in conformance with the UDC, and the approval criteria provided in SRC 220.005(f)(1), provided compliance occurs with any applicable items noted above.

Please Note: Findings included in this decision by the direction of the Salem Fire Department are based on non-discretionary standards. Fire Code related findings are intended to inform the applicant of the clear and objective Fire Prevention Code standards of SRC Chapter 58 that will apply to this development proposal on application for building permit(s). Additional or different Fire Prevention Code standards may apply based on the actual building permit application submitted.

If a building permit application has not already been submitted for this project, please submit a copy of this decision with your building permit application for the work proposed.

IT IS HEREBY ORDERED

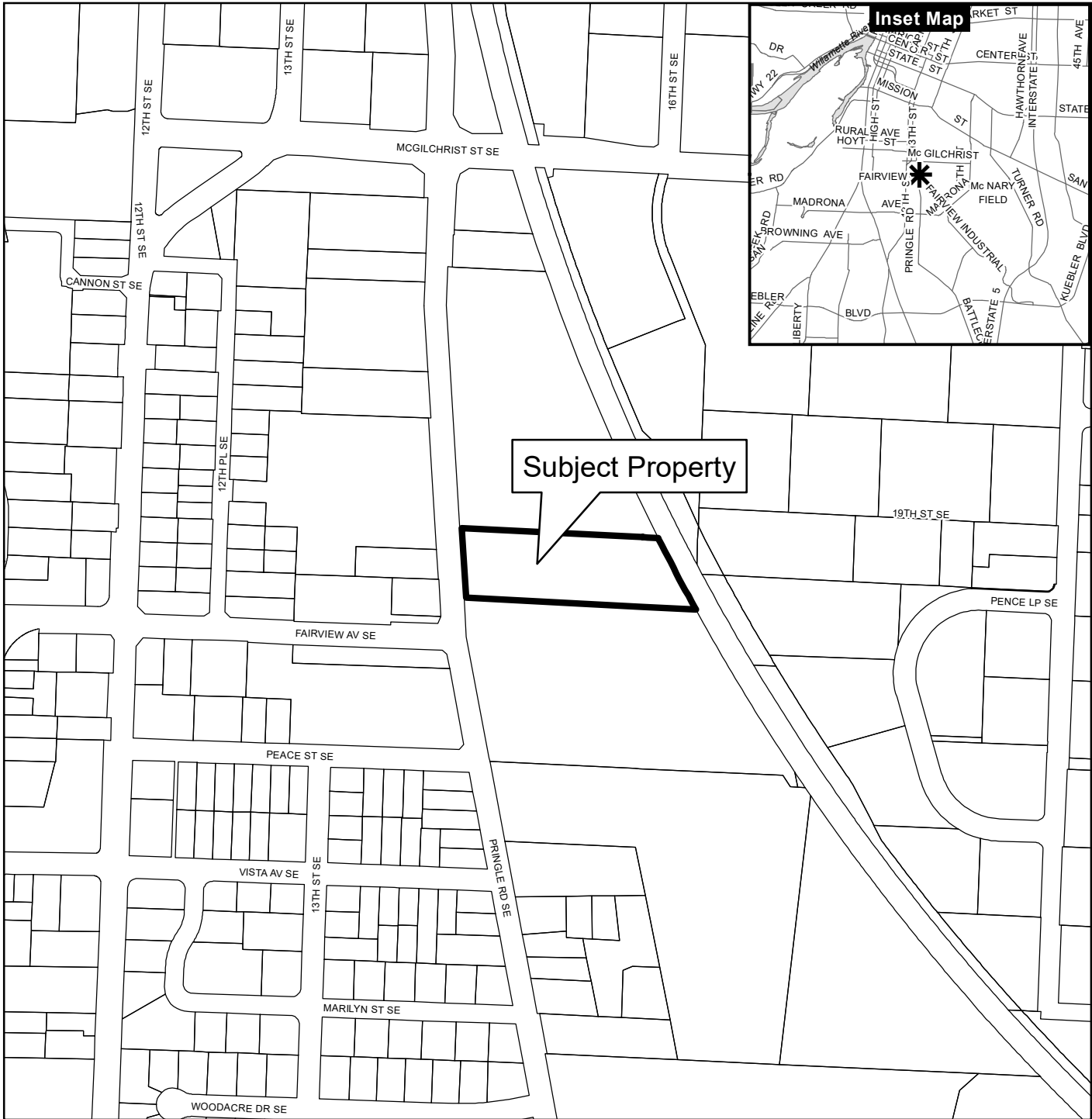
The proposed Class 1 Site Plan Review is consistent with the provisions of SRC Chapter 220 and is hereby **APPROVED** subject to the applicable standards of the Salem Revised Code and the findings contained herein.



Lydia Keller, Planner I, on behalf of
Lisa Anderson-Ogilvie, AICP
Planning Administrator

Attachments: A. Vicinity Map
 B. Site Plan

Vicinity Map 2710 Pringle Road SE



Legend

Taxlots

Urban Growth Boundary

City Limits

Outside Salem City Limits

Historic District

Schools

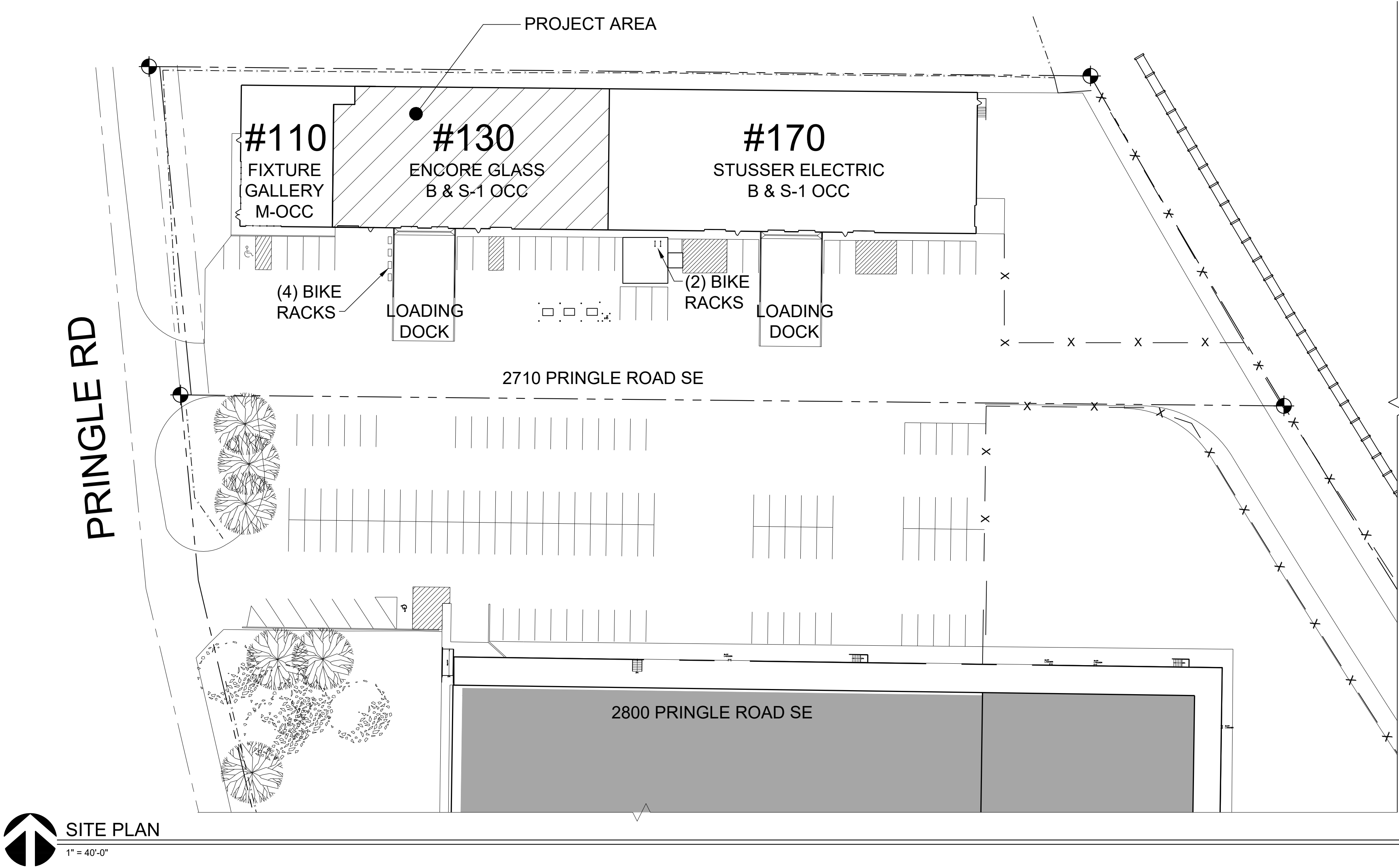
Parks

CITY OF Salem
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Community Development Dept.

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0 100 200 400 Feet





CODE SUMMARY

GOVERNING BUILDING CODE: OSSC 2022 (IBC 2021)

THIS PROJECT IS A TENANT IMPROVEMENT IN AN EXISTING BUILDING FOR A CONSTRUCTION CONTRACTOR.

OCCUPANCY GROUP	S-1, M, B
CONSTRUCTION TYPE	II-B
MIXED OCCUPANCY, NON SEPARATED USES	
ALLOWABLE BUILDING AREA	
BASIC ALLOWABLE FOR M OCC, II-B (MOST RESTRICTIVE)	= 50,000 S.F.
ONE STORY- FIRE SPRINKLERS	
ACTUAL TOTAL BUILDING AREA	= 33,386 S.F.
ALLOWABLE BUILDING HEIGHT & STORIES	
STORIES ALLOWED:	3
EXISTING BUILDING STORIES:	1
ALLOWABLE HEIGHT:	= 75'
EXISTING BUILDING HEIGHT:	= 28'-3"
OCCUPANT LOAD THIS TENANT:	
WAREHOUSE:	500 SF OCC = 27 OCC
OFFICE:	1,782 SF / 150 SF OCC = 11 OCC
TOTAL TENANT AREA:	13,689 SF
TOTAL OCCUPANCY:	38 OCC
MEANS OF EGRESS	
EXITS REQUIRED	= 2
EXITS PROVIDED	= 2
EXIT WIDTH REQUIRED: 0.2 X 38 TOTAL OCC	= 7.6
EXIT WIDTH PROVIDED	= 72 IN
EGRESS TRAVEL DISTANCE	
COMMON PATH OF TRAVEL ALLOWED	= 100'-0"
MAX COMMON PATH OF TRAVEL PROVIDED	= 74'-5"

ZONING CODE SUMMARY

SITE ZONING DESIGNATION	IG
MAX PARKING REQUIREMENTS	
SUITE #100 - THE FIXTURE GALLERY (RETAIL): 4,200 SF / 200	= 21
SUITE #130 - ENCORE GLASS: 13,689 SF / 1000 SF	= 14
SUITE #170 - ELECTRICAL PRODUCTS WAREHOUSE: 16,680 SF / 1000 SF	= 17
MAXIMUM PARKING = 52 SPACES	
PARKING SHOWN:	25 SPACES EXISTING
BICYCLE PARKING REQUIRED (CONST CONTRACTOR)	= 4
BICYCLE PARKING SHOWN:	= 4 EXIST SPACES TOTAL
SPACES SHOWN WITHIN 50' OF TENANT ENTRIES.	
OFF-STREET LOADING REQUIRED:	1 - 12' X 40' X 14'
PROVIDED:	2 @ LOADING DOCK

